



USAMRMC MILITARY

AWARDS PROGRAM



OVERVIEW

- ◆ 1. CURRENT COMMAND POLICY ON AWARDS
- ◆ 2. COMMAND SUSPENSES ON AWARDS
- ◆ 3. LETTER OF LATENESS
- ◆ 4. EXPEDITE OF AWARDS
- ◆ 5. USAMRMC AWARDS BOARD PROCESS
- ◆ 6. GUIDE ON HOW TO WRITE JUSTIFICATIONS
- ◆ 7. EXAMPLE DA FORM 638 - (PDF)
- ◆ 8. QUESTION/ANSWER SESSION



WHY GIVE AWARDS?

- ◆ AWARDS ARE GIVEN TO RECOGNIZE SOLDIERS FOR VALOR, MERITORIOUS SERVICE, AND ACHIEVEMENT. IT'S OUR FORMAL WAY OF THANKING THEM AND RECOGNIZING THEM FOR THEIR OUTSTANDING CONTRIBUTIONS TO THE ARMY'S SUCCESS IN MISSION ACCOMPLISHMENT. AWARDS GIVEN TO DESERVING SOLDIERS INCREASE ESPRIT DE CORPS IN THE UNIT AND PROVIDE OTHER SOLDIERS THE NECESSARY INCENTIVE TO GO ABOVE AND BEYOND THEIR DAY-TO-DAY RESPONSIBILITIES THUS CONTRIBUTING TO THE SUCCESS OF THE UNIT.



COMMAND POLICY FOR AWARD RECOMMENDATIONS

- ◆ THE COMMANDER, HEADQUARTERS, U.S. ARMY MEDICAL COMMAND (MEDCOM) HAS ESTABLISHED THAT ALL APPROVED AWARDS **WILL** BE PRESENTED BEFORE THE INDIVIDUAL'S PERMANENT CHANGE OF STATION OR RETIREMENT.



AWARD TIMELINESSS

- ◆ AWARD RECOMMENDATIONS SUBMITTED FOR MERITORIOUS SERVICE BASED ON RETIREMENT WILL BE SUBMITTED SO THAT THEY MAY BE PROCESSED TO CONCLUSION PRIOR TO THE REQUESTED PRESENTATION DATE.
- ◆ TO DETERMINE THE PRESENTATION DATE, THE RECOMMENDER MUST TAKE INTO ACCOUNT THE SOLDIER'S REQUESTED RETIREMENT DATE, NUMBER OF DAYS OF ANY TRANSITION LEAVE , AND AUTHORIZED TRAVEL/TRANSITION PROCESSING TIME.



RULES FOR PROCESSING AWARD RECOMMENDATIONS

- ◆ PLACEMENT IN OFFICIAL CHANNELS IS DEFINED AS “SIGNED BY THE INITIATING OFFICIAL AND ENDORSED BY A HIGHER OFFICIAL IN THE CHAIN OF COMMAND”



COMMAND SUSPENSES ON MILITARY AWARDS

- ◆ RECOMMENDATIONS REQUIRING ACTION BY MEDCOM OR HIGHER AUTHORITY SHOULD ARRIVE NO LATER THAN 120 DAYS PRIOR TO THE PRESENTATION DATE. ANY AWARDS SUBMITTED AFTER 120 DAYS REQUIRE A LETTER OF LATENESS!
- ◆ ALL OTHER RECOMMENDATIONS SHOULD BE APPROVED OR DISAPPROVED WITHIN THE COMMAND CHANNELS WITHIN 90 DAYS OF INITIATION.



EXPEDITES

**ALL REQUESTS FOR
EXPEDITES MUST BE
PRE-APPROVED BY THE
DCSPER AND OR THE
COMMANDER BEFORE IT
IS PROCESSED!**



USAMRMC BOARD PROCESS

- ◆ AWARD IS RECEIVED AND QUALITY CHECKED
- ◆ PRE POSITIONED FOR THE NEXT AVAILABLE BOARD
- ◆ AWARD IS ELECTRONICALLY FORWARDED TO BOARD MEMBERS – WEEK TO VOTE!
- ◆ THE RESULTS ARE TALLIED AND THE AWARDS ARE PACKAGED FOR THE CG'S REVIEW AND APPROVAL/DISAPPROVAL
- ◆ THE AWARDS PACKAGE IS ROUTED TO THE CG
- ◆ THE AWARDS ARE RETURNED TO DCSPER OFFICE FOR FINAL PROCESSING AND DISTRIBUTION



AWARD CAN BE GIVEN FOR:

- ◆ RETIREMENT – RECOMMENDED TO COVER THE LAST 10 YEARS
- ◆ SERVICE/PCS
- ◆ ACHIEVEMENT
- ◆ HEROISM



AWARD RECOMMENDATIONS JUSTIFICATION

- ◆ THE NARRATIVE JUSTIFICATION IS THE MOST IMPORTANT SECTION OF THE RECOMMENDATION.
- ◆ THE NARRATIVE FOR AN LOM IS LIMITED TO ONE PAGE. IT MUST BE SINGLE SPACE



PROPOSED CITATION

- ◆ THE CITATION IS AN ACCOUNT WHICH WILL BE CHERISHED BY THE SERVICE MEMBER AND IS A SOURCE OF PRIDE TO THEIR FAMILIES.
- ◆ WE ARE TELLING A STORY TO EVERYONE ABOUT WHAT THE PERSON RECEIVING THE AWARD HAS DONE.



PROPOSED CITATION TIPS MSM AND BELOW

- ◆ **THE BEGINNING SENTENCE SHOULD READ, “MERITORIOUS SERVICE/ACHIEVEMENT AS (JOB TITLE AND OFFICE OR DEPARTMENT.)” BODY OF CITATION, AND THEN THE ENDING SENTENCE.”** YOUR EXEMPLARY PERFORMANCE OF DUTY REFLECTS GREAT CREDIT UPON YOU, THE UNITED STATES ARMY MEDICAL RESEARCH AND MATERIEL COMMAND, AND THE UNITED STATES ARMY.



PROPOSED CITATION TIPS

ON THE PROPOSED CITATION FOR AWARDS
HIGHER THAN AN MSM LEAVE ITEM 21
BLANK. FOR MSM AND BELOW, LIMIT THIS
ITEM TO NO MORE THAN 6 LINES

FOR LOM'S THE PROPOSED CITATION IS
INCLUDED AS AN ENCLOSURE WITHIN THE
DA FORM 638 (PDF version)



PROPOSED CITATION TIPS FOR RETIREMENT

FOR THE MSM RETIREMENT AWARD FOR TOTAL SERVICE, THE **BEGINNING SENTENCE SHOULD READ**, "MERITORIOUS SERVICE IN POSITIONS OF GREAT RESPONSIBILITY ENDING AS (JOB TITLE **AND** DEPARTMENT) **BODY OF THE CITATION**, THEN THE **ENDING SENTENCE** YOUR EXEMPLARY PERFORMANCE OF DUTY WAS IN KEEPING WITH THE HIGHEST TRADITIONS OF MILITARY SERVICE REFLECTING GREAT CREDIT ON ...



TIME LIMITATIONS

◆ AWARD RECOMMENDATIONS MUST BE TIMELY

- WITHIN 2 YRS OF ACT, ACHIEVEMENT, OR SERVICE BEING HONORED

◆ EXCEPTIONS

- PURPLE HEART
- POW/MIA/MEDICALLY INCAPACITATED



LOST RECOMMENDATIONS

- ◆ MUST SHOW PROOF OF SUBMISSION THRU MILITARY CHANNELS_
- ◆ MUST SHOW PROOF OF THE LOSS OR FAILURE TO ACT ON THE RECOMMENDATION THRU INADVERTENCE
- ◆ REQUIRES HRC COORDINATION WITH SECRETARY OF THE ARMY TO APPROVE/DISAPPROVE EACH RECOMMENDATION



INTERIM AWARDS

- ◆ MEDCOM DISCOURAGES THE USE OF INTERIM AWARDS
- ◆ GIVEN WHEN AWAITING FINAL APPROVAL ON RECOMMENDATION FOR A HIGHER AWARD
 - EXAMPLE RECOMMENDED AWARD LOM, INTERIM AWARD MSM
- ◆ REVOCATION WHEN HIGHER AWARD IS APPROVED



IMPACT AWARDS

- ◆ AN IMPACT AWARD DOES NOT EXIST IN AR 600-8-22 (MILITARY AWARDS).
- ◆ WHEN AN INDIVIDUAL HAS PERFORMED AN ACT WELL ABOVE THE EXPECTED DUTY PERFORMANCE, THIS QUALIFIES AS AN ACHIEVEMENT AWARD, NOT AN IMPACT AWARD.



APPROVAL AUTHORITIES

| <u>AWARD</u> | <u>TYPE</u> | <u>APPROVAL AUTH</u> |
|---------------------|--------------------|---------------------------------|
| DSM | ALL | HQDA |
| LOM | ETS/PCS/ACH/SVC | HQDA |
| LOM | RET | TSG |
| SM | HEROISM | HQDA |
| MSM | ALL | MG & ABOVE |
| ARCOM | ALL | COL & ABOVE |
| AAM | ALL | LTC & ABOVE |



PROCESSING TIME LINES

| <u>TYPE</u> | <u>APPROVAL AUTH</u> | <u>PROCESS TIME</u> |
|--------------------|---------------------------------|----------------------------|
| LOM - PCS | HRC | 120 DAYS |
| LOM - RET | MEDCOM COMMANDER | 120 DAYS |
| MSM | MRMC COMMANDER | 90 |
| ARCOM/AAM | UNIT COMMANDER | 60 |



RULES FOR PROCESSING AWARD RECOMMENDATIONS

- ◆ LOM'S MUST BE GENERATED AND PROCESSED COMPLETELY THROUGH G1 ON A DA FORM 638 (PDF version). MEDCOM WILL NOT ACCEPT ANY OTHER VERSIONS.



RULES FOR PROCESSING AWARD RECOMMENDATIONS

PROPERLY EXECUTED AWARD
RECOMMENDATIONS WILL INCLUDE THE
FOLLOWING:

1. DA FORM 638. (PDF VERSION)
2. NARRATIVE JUSTIFICATION (LOM and higher).
3. PROPOSED CITATION.
4. ORB OR ERB AS ATTACHMENT.



COMMON MISTAKES ON AWARD RECOMMENDATIONS

1. BLOCK 3 - SSN WRONG
2. BLOCK 8 - PREVIOUS AWARDS NOT ACCURATE
3. BLOCK 10 - OAK LEAF CLUSTER NOT INDICATED
4. BLOCK 11 - PERIOD OF AWARD FOR RETIREMENT TOO LONG
5. BLOCK 12a - REASON FOR AWARD
6. BLOCK 12b - INTERIM AWARD (YES - BLOCK IS EMPTY)
7. BLOCK 13 - PROPOSED PRESENTATION DATE IS BLANK
8. BLOCK 20 - LOM IN MSM AND BELOW BULLET FORMAT/ OPENING CLOSING SENTENCES WRONG
9. BLOCK 21 - CITATION CONTAINS UNIT NAME, PERIOD OF AWARD - NO "MEAT" IN CITATION
10. BLOCK 23 - INTERMEDIATE AUTHORITY - NO COMMENTS
11. NO ORB/ERB ATTACHED AS AN ENCLOSURE



QUESTIONS ?

